Asset Management and eProcurement

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Agenda

- Epro and AM

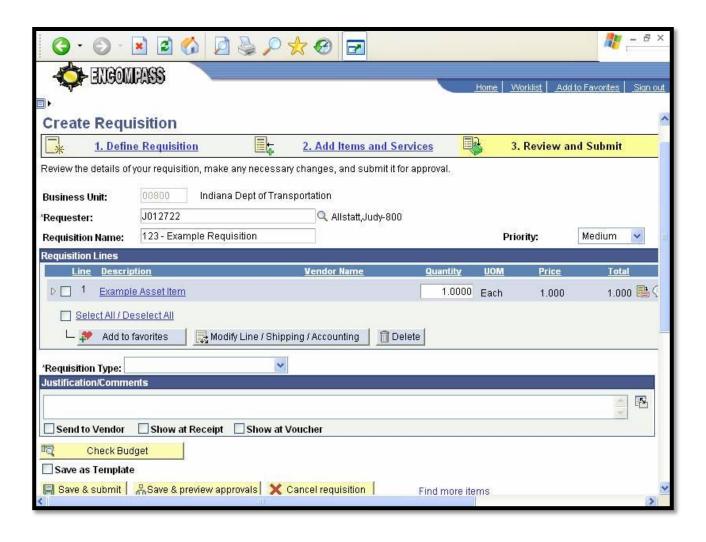- Accounts and Profiles

- Epro and Leases

ePro and AM

- Review from April 22nd
- PO lines "flagged" as assets in ePro will interface into AM.
- Approximately 40% of PO lines "flagged" as assets in ePro are not assets.
  - These non-assets are interfacing and loading into AM.
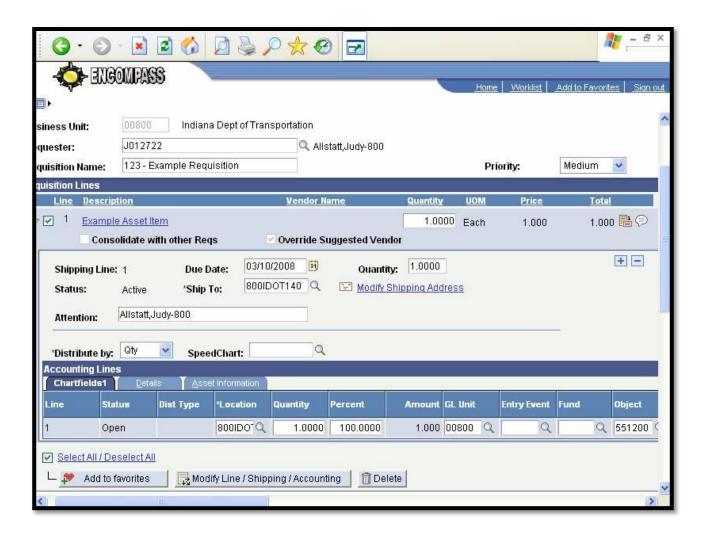 - The ePro staff must review the PO lines to confirm only the assets lines have been 'flagged.'

ePro and AM

- Requisitions
  - UNSPSC Codes
  - Asset Information Tab
- POs
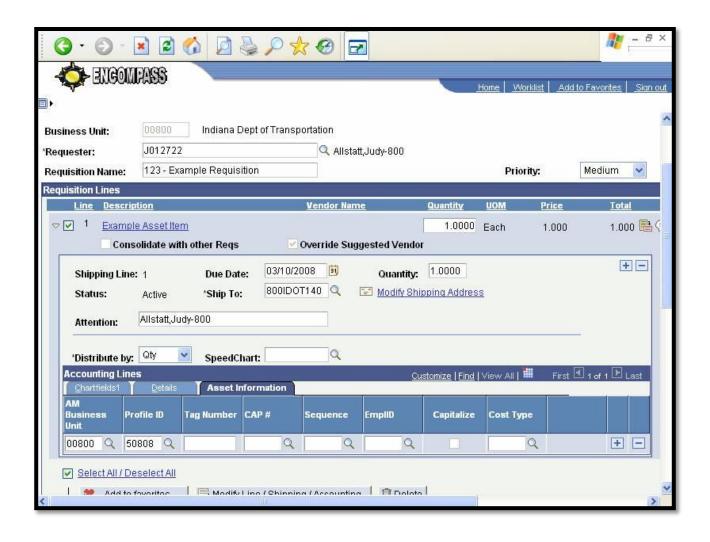 - Asset Information Tab
- Receivers
  - 'Pending' Link

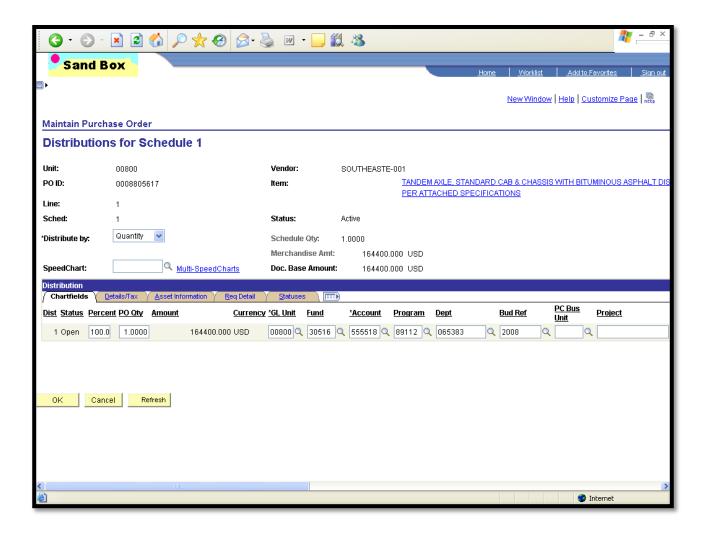# Requisition (Asset Information Tab)

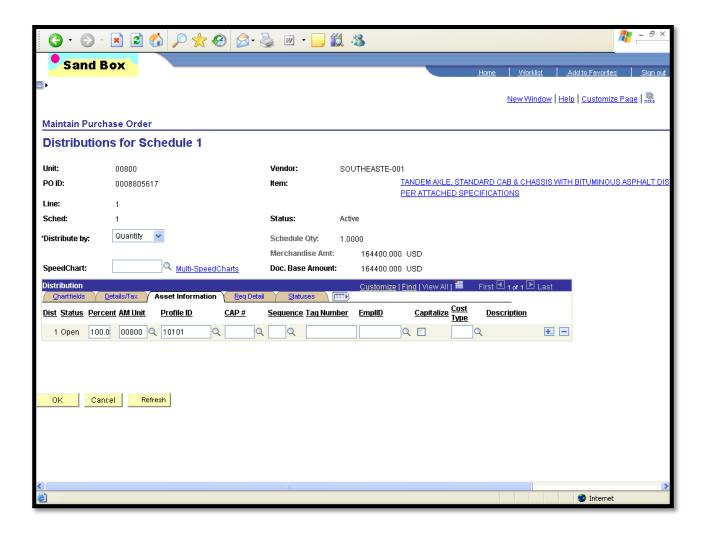# Requisition (Asset Information Tab)
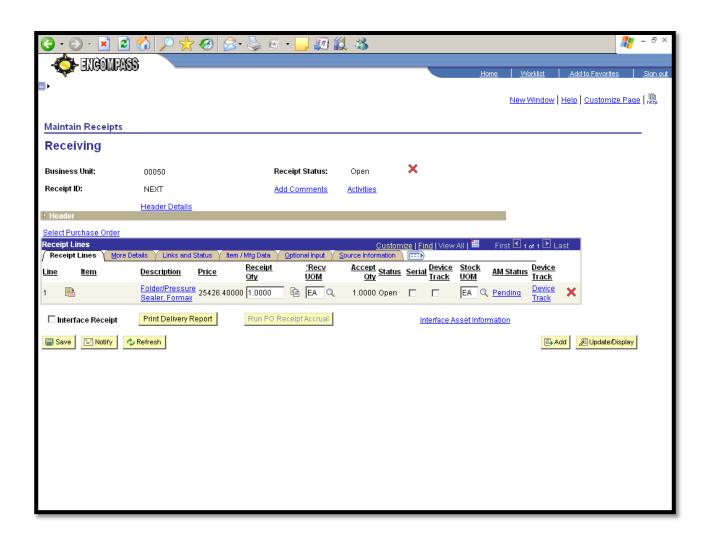
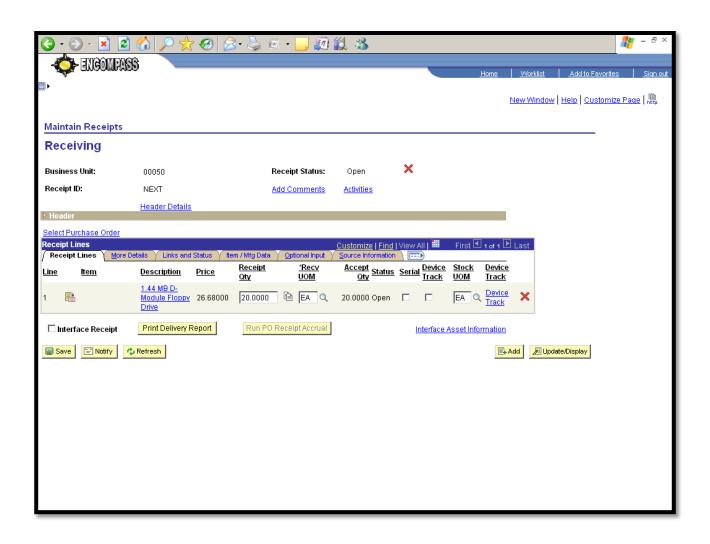# Requisition (Asset Information Tab)

Purchase Orders (Asset Information Tab)

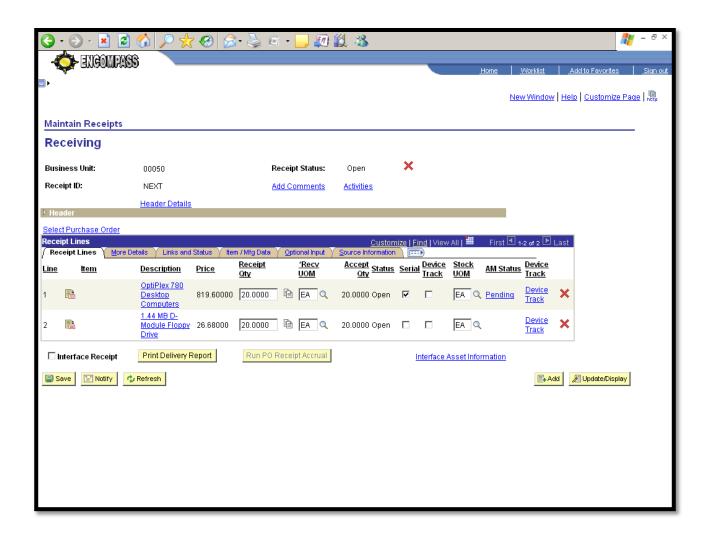# Purchase Orders (Asset Information Tab)

Receivers and Asset Management

Receivers and Asset Management

Receivers and Asset Management

SOIPO_Asset_Flagged_POs

- This public query is designed to return all PO lines for your agency that have been identified as assets to Encompass. Every line on this query is going to go to Asset management. Any line that has been incorrectly classified as an asset needs to have it's flagged removed before any receipts are created against it.

- The query can be run by anyone.

- The "Buyer" can fix these PO lines.

- Removing the asset flag from a PO does not re-route it the PO through workflow.

- Closed, cancelled, and completed PO lines will not appear.

- PO that have been "Fully Received" will appear for reference, but it is too late to fix these lines.

- Feedback?

- Volunteers?

- Questions?

Account Codes and Profiles

- New point of emphasis for FY 2011.

- What is the profile and what does it do?

- How many profiles are there?

- How do I know which profile to select?

From the UNSPSC List

Code	Descr	Profile ID	Account
72103002	Land leveling services		538010
44101800	Calculating machines and acces	50104	555501

Default Account and Profile from UNSPSC Code 44101800

Field	Value
Account	555**501**
Profile ID	**501**04

Description for account code and profile

Field	Value	Description
Account	555**501**	Office Equipment
Profile	**501**04	Calculator

Lease POs

- Asset Information
  - Asset Flags must be down for all lines

- State of Indiana – Lease Accounting Packet
  - Presently routed to IDOA for review and entry
  - Beginning on July 1st, please route the packet Fred Van Dorp at AOS either through email (fvandorp@auditor.in.gov) or interdepartmental mail.
  - Additional Information related to Lease POs can be found in the leasing section at: http://www.in.gov/idoa/2342.htm .

- SOIPO_Leased_PO_FY2011
  - Designed to list all POs that have been identified as leases

State of Indiana – Lease Accounting Packet

- Coversheet
  - All fields are required
  - Blank fields should be marked with "N/A"

- Attachments
  - Executive Document Summary
  - Payment amount/terms page(s)
  - Buyout Term page(s)
  - Signature Page

SOIPO_Lease_Flagged_POs

- See Excel File

- A packet must be completed and routed to AOS for every PO in query results

QUESTIONS?